Academy of Excellence Warrior News

COMMUNITY SERVICE – COMMUNITY CLEAN UP

IN THIS ISSUE

Text so that they sit right in a paragraph mark and can be formatted as easily as text. The custom paragraph style named Sidebar photo applies indent formatting that helps align the photos perfectly with the other sidebar content.

Pictures that wrap around some text in articles throughout the newsletter use text settings and positioning. Get help for working with text wrap around pictures later in this template.

How to Use This Template

This newsletter is created primarily by using text columns, so that text automatically wraps from one column to the next. Find the Columns feature on the **Page Layout** tab, in the **Page Setup** group. Get tips for setting up and using text columns later in this template

Adding your own content

The placeholder text for several articles in this template provides tips on how to customize this newsletter for your needs.

To replace any placeholder text with your own, just select it and start typing. Note that if the placeholder text you replace is long, such as for this article, it might look like the page layout is skewed when you do this but it is not. The content that sits lower on the page only moves up because less content is present when you begin to replace your own text. As you type to add your text, content will move back into position automatically.

Placeholders that remain when you add text

The title and subtitle placeholders don't disappear when you add your own text. They will look like regular text when printed but you can see the blue outline and title of the placeholder when you click in it.

The reason these placeholders remain is that they are linked to other placeholders that use the same text. So, when you replace the title or subtitle placeholder text with your own, it automatically populates the corresponding placeholders in the headers and on the back page mailer.

Replacing pictures

To replace a picture in this template with your own, select it and then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Change Picture**. (Or right-click a photo to access the Change Picture command.)

The pictures that you see in sidebars, such as In This Issue at right, are formatted as In Line With

Article Title

A column break is inserted before and after each column that acts as a sidebar. To insert a column break, press Ctrl+Shift+Enter. Or, on the **Page Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Column**.

Page #

Article Title

To view column breaks, section breaks, and other formatting marks, on the **Home** tab, in the **Paragraph** group, click the pargraph mark icon.

Page #

- Large article titles, such as on the first page, use **Heading 1** style.
- Orange headings in the sidebars and within articles use **Sidebar Heading** style.
- Orange section titles in articles use the **Heading 2** style.
- Small article titles use **Heading 3** style.
- This style is **List Bullet 2**.

  This style is **List Continue**.

Using styles helps save you time and keep your document consistent. To modify a style, on the **Home** tab, in the **Styles** group, right-click the name of the style you want to edit and then click **Modify**. All content where the style is applied will update automatically.

Another way to modify a style is to simply customize an instance of the style where it's applied in the document. Then, on the **Home** tab, in the **Styles** group, right-click the style name and then click **Update [style] to Match Selection**.

Using Styles

by Name Style

The body text throughout the articles in this template uses the Normal paragraph style. Following are some other styles applied throughout the template:

- Text in sidebars uses the **Sidebar Text** style.
- White headings on orange text in tables uses the **Heading 4** style.
- The heading inside contact information tables uses **Heading 5** style.
- **Contact Info** is the name of the gray text style inside the small contact tables.

Access all styles used in this template on the **Home** tab, in the **Styles** group.

HEADING 4 STYLE

Use the small tables provided in some of the articles to call out quick reference information related to the article, such as contact information or event dates.

HEADING 5
Contact Info

This picture caption uses the Caption 2 paragraph style and is inside a text box so that you can move it easily as needed to accompany a photo.

Working with Columns

by [Article Author]

To setup a document for multiple column text, on the **Page Layout** tab, in the **Page Setup** group, click **Columns** and then click the number of columns you need. You can also click More Columns to specify column widths, the space between columns, or to automatically add a vertical line between columns.

To change the number of columns for just part of the document (or if you want text to wrap to just the top part of the page and a new article to start below – as shown on this page), insert a section break before the position where you want to start the new column layout. To do this, on the **Page Layout** tab, in the **Page Setup** group, click **Breaks** and then click the type of section break you need.

Select a section break

When changing many types of page layout formatting for just part of the document—such as paper size, margins, or orientation, the best section break type to use is a **Next Page** section break because it automatically starts the new section on a new page. However, when changing the number of columns as you might in this newsletter, you may prefer to select a **Continuous** break. The continuous section break (used a few times throughout this template) starts a new section immediately after the preceding one. So, for example, you can have a three-column article followed by a four-column article, on the same page.

HEADING 4

Sidebar Setup

The sidebars in this template use simple, single-row tables for the gray-shaded headings and thermometer charts shown below for easy alignment.

Add Sidebar Content

Adding content into a column to create a sidebar is no different from adding text. As noted earlier in this template, apply the styles provided for headings, sidebar text, and even pictures to align them quickly and easily.

FAST FACTS

68%

Learn about these “thermometer charts” in the article at right.

42%

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FOR MORE INFORMATION

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HEADING 5
Contact Info

Caption 2 style is used to add picture captions. Captions are in text boxes for easy placement anywhere in the layout.

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might look like the layout is skewed

When you work in Word 2010 (or

Formatting Tips

by [Article Author]

PowerPoint 2010), you have the full power of Excel 2010 charts (provided that Excel is installed on your computer). Insert a chart in Word from the **Insert** tab, in the **Illustrations** group. Charts are easy to create and use and automatically coordinate with your active document theme.

However, notice in the sidebar at left that the “thermometer charts” were created using single-row Word tables. This is because they automatically fit the tight space without having to remove any chart elements. And you might be surprised to learn that it’s easy to make them essentially mathematically accurate.

To use a table as a thermometer chart, do the following:

1. On the **Insert** tab, in the **Tables** group, click **Table** and then drag across the grid to select the first two cells in the first row. Click to insert a two-cell, one-row table.
2. Click in the table and then, on the **Table Tools Layout** tab, in the **Table** group, click **Properties**.
3. On the **Columns** tab of the **Table Properties** dialog box, change the **Measure In** setting to **Percentage**. You can then set the percentage to up to one decimal point in accuracy.

Setting up multipage articles

Word is designed to allow text to automatically flow from one page to

when you replace a long piece of placeholder text by starting to type your own, but it is not. As you add your content, the layout that follows will move down automatically and back into position.

To remove the second placeholder control that starts immediately following this one, just select it and then press any key. You can then continue typing from this page and your text will automatically flow onto the next.

Wrap text around images

The photos in this article that are angled with white borders are “floating” images. That is, they are setup for text to wrap around them—which is why they can span multiple columns in a three-column section. Additionally, as mentioned earlier, the photo of the young woman in the body of this article is set to wrap text so that text will flow around the image as you add your own text.

To select text wrap settings, start by selecting the image and then do the following:

1. On the **Picture Tools Format** tab, in the Arrange group, click Wrap Text and then select either **Square**, **Tight**, or **Top and**

Bottom—depending on how you want the text to wrap.

You might be happy with the default behavior as soon as you do this. Otherwise, continue to step two for customization options.

2. To set a specific position or control behavior (such as whether or not the image moves with text), on the **Picture Tools Format** tab, in the **Arrange** group, click **Position** and then click **More Layout Options**.

- On the **Text Wrapping** tab of the **Layout** dialog box, you can set a specific distance from the image for text to wrap and control whether text can wrap on both sides, one side only, or just above and below the image.
- On the **Position** tab of that dialog box, you can set a specific position for the image on the page and select or clear the option to allow the picture to move with text.

Adding article titles, bylines, and dividers

The article titles and bylines for this newsletter are created in text boxes. This is because text can wrap around a text box just like it can around a picture. Similarly, the orange divider bars that you see on pages containing more than one article are shapes set to wrap text. So, these text boxes and shapes can easily span multiple columns without having to insert a section break or change the number of columns for just that portion of the page.

When you select a text box or a shape, on the **Drawing Tools Format** tab, in the **Arrange** group, you have the same settings for text wrapping and positioning that are described above for wrapping text around pictures.

Note that, because text is set to wrap around the orange divider bars, your article might appear to slip below or above a bar, depending upon length. To adjust the position of a divider bar shape to accommodate the length of your articles, just select the shape and then use the up and down arrow keys on your keyboard to nudge it to the proper position.

Notice the image of the young woman that's within a text column on the preceding page. The background has been removed from that image to allow text to wrap directly around the subject.

To do this in Word, first insert your image into the document (on the **Insert** tab, click **Picture**), and then select it. Then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Remove Background**.

The Remove Background feature automatically displays what it believes to be the central subject of the image. However, it's easy to adjust this if the immediate result is not what you need.

On the **Background Removal** tab, click **Mark Areas to Keep** or **Mark Areas to Remove** and then drag your mouse pointer in a line across the portion of the image you want to add or remove. When you are finished making adjustments, click **Keep Changes**.

FOR MORE INFORMATION

Abico eum, ille et, conventio obruo duis ullamcorper ut, neo demoveo. Vel reprobo:

Remove Image Backgrounds

by [Article Author]

Office 2010 introduced several new and improved picture formatting tools in Word, PowerPoint, and Excel. Among those is the Remove Background tool that you can use to remove backgrounds from your own images, similar to the sample image on the preceding page.

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Title Lorem Ipsum Dolor

by [Article Author]

Title Lorem Ipsum

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